

INSTRUCTIONS AND STATEMENTS:

1. Application must be fully completed and submitted to the Ross County Park District no less than 30 days prior to the event date to allow adequate time to process the permit. An approved permit is not guaranteed if the application is received less than 30 days prior to the event. Refunds are not guaranteed. It is highly recommended to submit the application 60 days in advance. All applications must be submitted to the Park District office for review and approval.

**15 N. Paint St. Suite 301
Chillicothe, OH 45601**

2. If the event will occur multiple times throughout the year and it is the exact same event with no changes, all dates can be put on one application. However, if there are any changes between the dates/events, a completed application is required for each date.

3. The Park District has the right to deny/not approve an application. If you have questions on whether or not your application will be approved, please contact the Park District directly before submitting the application.

4. A processing fee of \$50.00 will be charged for all permits issued by the Park District Director, unless the event is co-sponsored by the Park District.

5. Exempt from the processing fee are school groups, 4-H groups, Boy/Girl Scouts, and non-profits hosting small events.

6. Additional charges may be applied if Park District personnel, additional trash removal, portable toilet units, utilities, and/or other items are supplied by the district and not by the applicant or event sponsor(s). The total cost will be determined by the Director and the applicant will be made aware of the total cost prior to the permit being issued.

7. A vendor fee of up to \$50 per vendor may be applied to the permit fee if items other than food and beverages are being sold at the event.

8. A vendor fee of up to 15% of gross receipts, per vendor, may be applied to the permit fee, after the event, if food and beverages are being sold at the event.

9. If alcohol is involved with the event a Park District representative may be required to be present at the entire event. If a representative is required additional charges will be added to the permit fee. If alcohol will be sold at the event a permit from the Ohio Department of Commerce is required: http://www.com.ohio.gov/documents/LIQR_4138.pdf. Any involvement of alcohol must be approved and signed off on by the Park District Director.

10. Permit fees must be paid in full prior to the event.

11. Shelter houses at some parks may NOT be rented. Rental fees are not part of this permit process. Should a shelter house be required, contact the Park District directly to learn how to reserve the shelter house and any associated costs.

12. Overnight accommodations are not available for most events. Please contact the Director for more information.

13. All Park District rules will remain in effect except as specifically exempted by the permit; therefore, this application needs to be completed to the applicant's best knowledge; if you have questions, please contact the Park District.

14. If a fee is required to take part of or view the event the applicant or sponsor(s) is/are required to have liability insurance of at least \$1 million per person per incident.

LIABILITY INSURANCE REQUIREMENTS: If the event requires participants to pay a registration or entry fee for access to a specific park area where general public access is restricted, the event sponsor will be required to furnish comprehensive general public liability insurance covering participants (and spectators) in the amount of \$1 million per person, per occurrence for bodily injury or death. The Ross County Park District must be named as "additional insured" on the policy and a certificate of insurance must be submitted to the Park District at least ten days in advance of the event date. The Director may also require liability insurance at an event when no fee is charged if the event poses a significant risk of injury.

15. Following the event, it is the applicant's/sponsor's responsibility to make sure the park area(s) utilized during the event are in a condition at least as good as the area was prior to the event.

16. Once the application is submitted to the Park District, please allow at least 7 days for the park to contact you to discuss the application and determine the total cost of the permit. Once a cost has been determined the applicant is required to sign and agree to the terms.

17. The applicant certifies that he or she is at least 18 years of age and has the authority to act in an official capacity for any named event sponsor in signing this application.

18. Please contact the Park District directly if you have any questions before completing this form.

I have read and agree to all the terms and statements listed above:

Print Name

Sign & Date

PERMIT APPLICATION

Type/write "N/A" in area(s) not applicable to the event. Please list the best contact information so the park is able to contact you.

Applicant's name: _____

Sponsor(s) Organization Name: _____

Phone Number: _____

Full Address: _____

Email Address: _____

Name of park or trail where event will occur: _____

Location area within park or trail: _____

Event Name: _____

Event Start Date: _____

Event Start Time: _____

Event End Date: _____

Event End Time: _____

Type of Event (if the event is a race the course map must be provided): _____

Is this the first time this event has occurred at this park? if no, please list the two most recent dates:

Yes No

Has this event occurred at another Ross Co. Park District property? If yes, please list the most recent parks:

Yes No

Is this event open to the public?

Yes No

If event is open to the public, please provide a short description that may be used by the Park District for possible promotion and/or informational purposes on our website:

How will this event impact other users of the park during the event?

Is there a cost to participate or watch the event? if so, what is the cost per person:

Yes No

Cost Per Person: _____

Anticipated Number of Participants: _____

Anticipated Number of Spectators: _____

List all activities that are included in the event: _____

Will donations be solicited at any point during the event?

Yes No

if yes, please explain: _____

Will it be necessary to use/park vehicles off roadways?

Yes No

if so, please explain: _____

Will shuttle services be necessary due to limited parking?

Yes No

if so, please explain and indicate how this will be handled: _____

Will any food or non-alcoholic beverages be SOLD?

Yes No

if so, please list items: _____

Will any food or non-alcoholic beverages be FREE?

Yes No

if so, please list items: _____

Will any vendors be present to sell event related merchandise?

Yes No

if yes, please indicate how many vendors and list items that will be sold: _____

Do you believe a Law Enforcement Officer is necessary for this event?

Yes No

*Contact Park District directly if alcohol is planned for the event.